**CURRICULUM VITAE**

**PROFESSION : ACCOUNTANT OR ANY SUITABLE POSITION**

**Career Objective**

* Seeking for an exciting position in accounts and customer service field which needs an energetic, talented and driven individual who can a progress quickly and have the opportunity to develop an excellent career profile.
* To join and work in a professional environment & take up challenging assignments wherein I can leverage my skill to create opportunities for organizational growth as well as personnel development.
* Seeking responsible position in any Reputed Organization with customer administration and customer relation as key focus areas through a team effort, fulfilling the objectives of the organization and the aspiration of the team.
* Seek Long-term career with a professional organization providing flexibility for growth and opportunities for maximum utilization of my potentials.

**Work Experience**

**ience**

**Bhasuri Inn (Guruvayoor, Kerala, India)**

* **Job Profile:**

**Front Office Executive / Office Administrator** (March 2014 - November 2015)

Responsibilities involved:

* Handling the reception and travel arrangements.
* Performing research, and distributing information through the use of telephones, mail, and e-mail, Liaising with clients, welcoming and looking after visitors
* Dealing with correspondence and writing letters, organizing and preserving paper and computer files.
* Liaised with the sales department.
* Responsible for the ordering of office supplies for the division and maintain all associated records, arranging and scheduled meeting or appointments.

**Kanoos Residency (Guruvayoor, Kerala, India)**

* **Job Profile:**

**Front office Assistant cum Customer Service** (April 2013 – March 2014)

Responsibilities involved:

* Front office staff, responsible for the recruitment and training of customer service representatives.
* Improving customer service based on client feedback through the development of new policies and procedures. Successfully handled all public relations issues.
* Make sure that queries raised by the client were resolved on time providing excellent customer service.
* Constant Interaction with the team members and being approachable.
* Handling all correspondences including letter drafting and confidential reports, attend to various office communications like phone calls, Maintaining files and confidential documents.

**Gokul Stationary (Guruvayoor, Kerala, India)**

* **Job Profile:**

**Junior Accountant** (December 2012 – April 2013)

Responsibilities involved:

* Processing Employee expense reports, verifying expenses are within the company guidelines, correcting errors, questioning abnormal expenses and entering into the finance system.
* Company credit card reconciliations and communication for obtaining supporting documentation..
* Assisting with Monthly and Year End task.
* Invoice creation and distribution when required

**Right Track Events & Advertising (Dubai, U.A.E)**

* **Job Profile:**

**Event Coordinator** (May 2012 – July 2012)

Responsibilities involved:

* Coordinate details of event such as conference, weddings, birthdays, events and virtual events.
* Calculate budgets and ensure they are adhere to.
* Coordinate and monitor event timeliness and ensure deadlines are met.
* Develop and oversee fundraising events.
* Secure sponsorship

**Positive Aspects**

* Having positive and proactive approach to work.
* Energetic, dedicated and self-motivated.
* Focused and goal oriented.
* Capable of working on own initiative, Excellent analytical and Supervision skills
* Excellent communication and administration skill.
* Efficient, Flexible and willing to work under pressure and accept challenges.
* High adaptability and can work in multicultural environment.
* Enthusiasm to learn.
* Excellent dealings with customers.
* Outstanding Leadership qualities.

**Academic Qualification**

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| --- | --- | --- |
| **Course** | **University/Board** | **Year** |
| B.Com (Finance) | Calicut University | 2015 |
| Higher Secondary Certificate (Std XII) HSSE | New Indian Model School, Sharjah, U.A.E. | 2011 |
| Secondary School Leaving Certificate (Std X) | New Indian Model School, Sharjah, U.A.E. | 2009 |

**Computer Knowledge**

* **MS Office : Ms Word, Ms Excel, PowerPoint, Internet,**

**E-mail.**

* **Tally ERP9**
* **Peachtree**
* **QuickBooks**

**Achievements**

* **Best Employee of the month – Bhasuri Inn (August 2014)**
* **Certificate of Appreciation – PISSA Scholarship Exam (2009)**
* **Certificate of Appreciation – Pinnacles of India (2009)**

**Mandatory Inclusions**

Date of Birth : 6th January 1994

Gender : Male

Marital Status : Single

Nationality : Indian

Religion : Hindu

Languages known : English, Hindi, Malayalam, Arabic-(write & read)



**Gulfjobseeker.com CV No:** **1511124**